



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PHYSICIAN ASSISTANT

Class No. 004519

■ CLASSIFICATION PURPOSE

Under general supervision of a certified licensed physician, to provide medical services to patients in a hospital, clinic or public health program, and to perform related work as assigned.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class work under administrative and technical supervision of a designated physician, who has complete responsibility for patient's medical and health care.

Physician Assistants are characterized primarily by their responsibility for performing assigned medical tasks in the care, diagnosis and treatment of patients.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

1. Performs appropriate physical examination and assessment.
2. Records and presents pertinent data to supervising physician.
3. Performs or assists in performing therapeutic procedures delegated by supervising physician.
4. Recognizes and evaluates situations which require immediate attention of the physician.
5. Institutes necessary treatment and procedures essential for the life of the patient.
6. Instructs and counsels patients regarding prescribed treatment in the following areas: family planning, pre-natal care, aging, physical and mental health, diets, social habits and long-term management of diseases.
7. Assists physician in the institutional setting by arranging admissions, taking complete medical histories and performing physical examinations.
8. Administers medication to patients, or transmits orally or in writing on a patient's record, a prescription from supervising physician to a person who may fill that prescription.
9. Provides courteous, high quality service to patients and members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic medical sciences to include but not limited to anatomy, physiology, pharmacology, pathology and biochemistry.
- Current developments in general medicine.
- Methods to diagnose and treat physical ailments and diseases.
- California Administrative Code (Title 16, Chapter 13.8 on Physician's Assistants Regulations).
- Principles and practices of medicine.
- Management of common diseases (acute, chronic, and emergent), including first aid administration.
- Medical records terminology and administration.
- Community and Public Health practices.
- Basic computer programs.

- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Perform complete patient assessments.
- Record, analyze and diagnose examination results.
- Prepare and maintain medical records.
- Operate and handle appropriate medical equipment for minor surgical procedures.
- Prescribe and administer appropriate medications per existing medical protocols.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy.
- Assess the patient's or customer's immediate needs and ensure patient's or customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Successful completion of an approved Physician's Assistant Program; college-level coursework equivalent to a bachelor's degree in science or a closely related field from an accredited college or university or a certified equivalency for foreign studies; pre-med coursework or similar studies can also be considered qualifying; AND,
2. Successful completion of a preceptorship approved by the Committee on Allied Health Education Accreditation (CAHEA), and the Physician's Assistant Examining Committee (PAEC).

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: sitting, walking, standing. Occasional: neck and waist bending, squatting, kneeling, neck and waist twisting, repetitive use of hands, simple and power hand grasping, fine hand manipulation, hand pushing and pulling, reaching above and below shoulder level. Must be able to lift up to 10 lbs. and occasionally 70 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Valid Certification from the Board of Medical Quality Assurance and Physician's Assistant Examining Committee (PAEC).

A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

Working Conditions

May be subject to contagious diseases, and subject to violent and abusive behavior.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: August 28, 1985
Revised: November 6, 1986
Reviewed: Spring 2003
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